REQUEST FOR TUITION ASSISTANCE (TA)

DATE _____

NOTE: ONLY ACTIVE ARMY/AGR ELIGIBLE FOR ARMY TUITION ASSISTANCE
To receive Tuition Assistance, form must be filled in completely. Please call to get information from school/unit prior to requesting assistance.

(If you are going to complete this form by pencil or pen, please print clearly)

SSN	RANK	NAME LAST	FIRST	M. I.	MOS	UPC/UIC W-	BPED	*PCS/ETS
UNIT/COMPANY		**DUTY PHONE** ( )	**HOME PHONE** ( )	**FAX (OFFICE)** ( )	**SUPERVISOR RANK/NAME**		**SUPERVISOR PH** ( )	
YOUR ADDRESS STREET		**CITY**		**STATE**	**E-MAIL**	***Note: Class date must end prior to ETS or start of Terminal Leave**		

SCHOOL/DEGREE INFORMATION   Note: Degree Plan and grades must be provided with each request for TA

COLLEGE AWARDING DEGREE	DEGREE TITLE	MAJOR	DEGREE PLAN Yes/No	*GRADES Yes/No	*Note: Grades from courses paid for with Army Tuition Assistance must be provided with each request for TA. One term grace is allowed. TA must be reimbursed for all grades of "F, W, or I" before receiving additional TA. If failure to complete the course is beyond the soldier's control, written proof must be provided. AR 621-5
All courses taken with TA must fit into the Degree Plan. *This degree plan must clearly show all college courses you have taken in the past and the courses still needed to complete the degree.* NOTE: DA POLICY DICTATES THAT NO TA WILL BE ISSUED PAST 9 SH WITHOUT AN OFFICIAL COLLEGE EVALUATION OR SOCAD AGREEMENT.					

FY 99 Cap is $187.50 per Semester Hour, $125 per Quarter Hour Not to Exceed 75%; Maximum Fiscal Year Total (1 Oct – 30 Sep) = $3500 – NO EXCEPTIONS
NOTE: PROVIDE A COPY OF YOUR DEGREE PLAN WITH **EACH** REQUEST FOR TUITION ASSISTANCE.

COURSE INFORMATION

COLLEGE	CAMPUS/ POST	INDEX NO.	COURSE PREFIX/ NUMBER	COURSE TITLE	COURSE START DATE	COURSE ENDING DATE	#CREDIT HOURS QTR/SEM	DAYS COURSE MEETS	COURSE START TIME	COURSE ENDING TIME	CREDIT HOUR COST	LAB/ INSTR FEES

Counselor Initials _____   Degree Plan ___   Grades ___   Processor Initials/Date _____   Time In _____   Time Out _____   Total _____

(Rev. Mar 99)